

USDA FAIR Act Inventory Analysis & Reporting System



User's Guide



April 28, 2003 Version

INTRODUCTION.....	2
PURPOSE OF THIS USER'S MANUAL.....	2
SYSTEM OVERVIEW.....	3
SYSTEM REQUIREMENTS	3
USER ROLES	3
DATA ENTRY SCREENS	5
SPECIAL DATA ENTRY CONDITIONS.	8
Inherently Governmental	8
Sensitive or Classified Location.....	8
Competition Studies	8
COMPETITION STUDY SCREENS.....	8
FINDINGS & RESPONSES.....	10
ADMINISTRATION.....	12
VALIDATION.....	13
LOGGING OUT.....	13
CHANGING PASSWORDS.....	13
REFERENCES.....	15
ACTIVITY FUNCTION CODES	15
REASON CODES	28
REASON SUB CODES.....	29

ACCESS REQUEST

FORM.....	29
------------------	-----------

FIGURE 1 - FAIR ACT HOME PAGE	
.....	5
FIGURE 2 - DATA ENTRY INVENTORY SELECTION SCREEN	
.....	6
FIGURE 3 - DISPLAY OF EDITABLE DATA	
.....	7
FIGURE 4 - INVENTORY DATA ENTRY/EDIT SCREEN	
.....	7
FIGURE 5 - COMPETITION STUDY INVENTORY LISTING	
.....	9
FIGURE 6 - COMPETITION STUDY DATA ENTRY	
.....	10
FIGURE 7 - BUREAU VIEW OF FINDINGS	
.....	11
FIGURE 8 - JUSTIFICATION RESPONSE TEXT ENTRY	
.....	11
FIGURE 9 - JUSTIFICATION RESPONSE UPLOAD DOCUMENT	
.....	12

Introduction

The goal of the Federal Activities Inventory Reform (FAIR) Act of 1998 system for the United States Department of the Agriculture is to provide mission areas, agencies and staff offices a means of reporting Full Time Equivalency (FTE) Inventories to the Office of Management and Budget (OMB). The FAIR Act requires the head of each executive agency submit to OMB, not later than the end of the third quarter of each fiscal year, a list of commercial activities performed by Federal Government sources. In recent years, OMB in its inventory data call has expanded the requirement to include an inventory of inherently government activities and in its proposed revision to the Circular OMB plans to add another inventory, an inventory of commercial activities not subject to the FAIR Act.

Sample information for an activity on the inventory list include the following:

- The fiscal year for which the activity first appeared on a list prepared under this section.
- The number of full-time employees (or its equivalent) that is necessary for the performance of the activity by a Federal Government source.
- The name of a Federal Government employee responsible for the activity from whom additional information about the activity may be obtained.

The USDA Inventory System is used to provide a process for identifying Federal Government commercial functions and for other purposes. The System's web enabled software and database is a data warehouse that is used to store current and historical FTE Inventories for the Department of the Agriculture and to provide analysis reports for reviewing and validating the information.

Purpose of this User's Manual

This manual is designed to assist system users to effectively utilize the web-based Inventory application and its data entry and reporting capabilities.

Appendices at the end of this manual contain OMB guidelines and references.

System Overview

The USDA Inventory system is an Oracle-based, web-enabled application with the data repository (database) hosted by NITC behind the Departmental Offices firewall and the application server hosted on a Microsoft NT Server located behind the Intranet, the Agriculture-wide firewall.

All data is entered either by direct data entry using HTML forms or by the process of uploading text, word processing or spreadsheet documents. System users may generate a variety of standard reports to review and verify the data entry process.

System Requirements

System users must be able to access the Department of Agriculture Intranet and have a standard browser installed on their PC Workstations. This browser must be Microsoft Internet Explorer version 5.5 or higher.

Prior to using the Inventory Reporting System, users must obtain a User ID and password by filling out the User Request Access form found in the Appendix or on the OCFO Competitive Sourcing home page. The form must be submitted via e-mail to the Department's FAIR Act Systems Administrator, complete with supervisor approval. Upon receipt of the completed form, the systems administrator will have NITC set up the user account and notify the user when the account is available. If a user account already exists the password will remain unchanged but if the account is new the password will be the same as the user name but must be changed when the user logs in for the first time.

It is very important that the proper role classification be selected on the Access form. User roles are defined below. Each role has an access level that directly affects the capabilities of the user when using the Inventory System.

User Roles

- **System Administrator** - This role is reserved for use by the application systems administrator and the database administrators.
- **OCFO Supervisor** - This role is used by Office of The Chief Financial Officer personnel to manage and supervise mission areas, agencies, and staff offices FAIR Act Inventory submissions and to manage the user database. This role provides the ability to enter any findings that may require further detail.

- **OCFO Report** - This role provides read only access to Office of The Chief Financial Officer personnel and can report on any level of data within the Inventory System.
- **Mission Area/Agency/Staff Office Supervisor** - This role is used by the Mission Area/Agency/Staff Office Responsible Official and enables the user to lock the data entry process prior to data submission to the Office of The Chief Financial Officer. This role also provides the ability to read OCFO findings and provide appropriate responses.
- **Mission Area/Agency/Staff Office User** - This role enables the user to enter and edit all mission area/agency/staff office FTE Inventory information for the current year submission. This role also provides the ability to read OCFO findings and provide appropriate responses.
- **Mission Area/Agency/Staff Office Report** - This role is used by mission area/agency/staff office personnel and provides a read only capability to report on data and all levels of the users' mission area/agency/staff office.
- **Mission Area/Agency Organization User** - This role is used by mission area/agency personnel and enables the user to enter and edit FTE Inventory information for the current year submission for a specific organization with the user's mission area/agency. This organization is specified on the Application Access Request form.
- **Mission Area/Agency Organization Report** - This role is used by mission area/agency personnel and provides a read only capability to report on data for a specific organization within the users' mission area/agency. This organization is specified on the Application Access Request form.
- **Agency Sub-Organization User** - This role is used by agency personnel and enables the user to enter and edit FTE Inventory information for the current year submission for a specific organization/sub-organization with the user's agency. This organization/sub-organization is specified on the Application Access Request form.
- **Agency Sub-Organization Report** - This role is used by agency personnel and provides a read only capability to report on data for a specific organization & sub-organization within the users' agency. This organization & sub-organization is specified on the Application Access Request form.

Data Entry Screens

Upon logging into the FAIR Act System, the user is presented with a dynamic menu on the left side of the screen that is customized to the user's role privileges. The menu also contains Office of The Chief Financial Officer contact information. The person listed is the official point of contact for any questions concerning the FAIR Act System software. The right side of the screen displays the FAIR Act Home page that contains links to FAIR Act and Competitive Sourcing information. See figure 1 below for an example of what the menu and home page appears as.

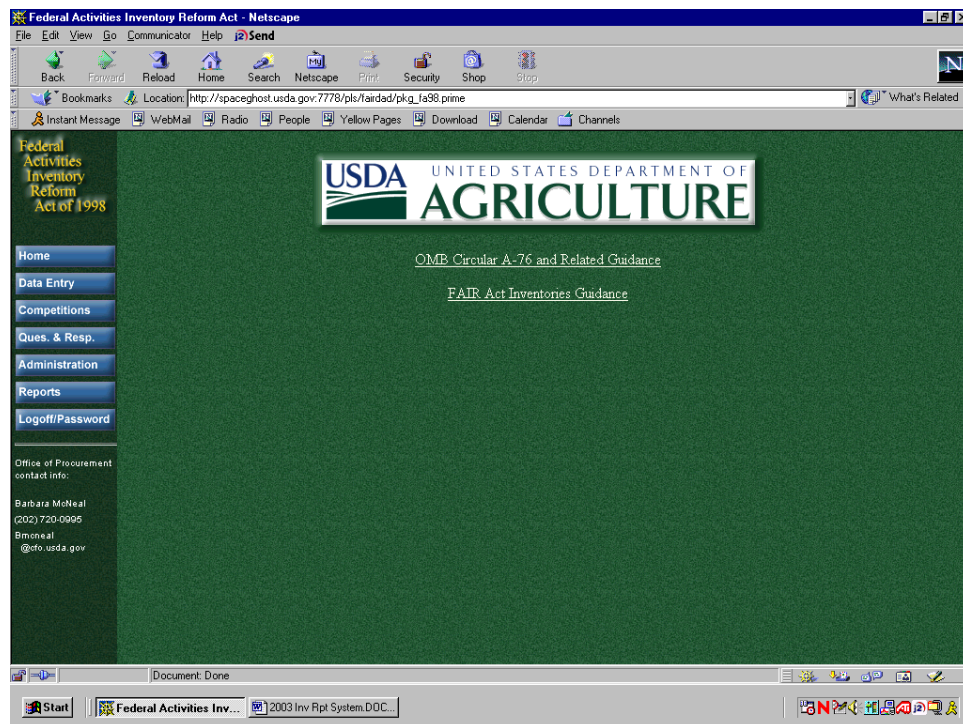


Figure 1 - FAIR Act Home Page

In order to enter or edit the FTE Inventory information the user will use the mouse to click on the 'Data Entry' menu button. The user will then be presented with a listing of their mission area/agency/staff office's current year inventory and historical (FY2002 and later) inventory for the entire department by mission area, agency, and staff office. The user must then click on either the current year to edit information or any mission area/agency/staff office and past year to view historical information. See figure 2 for an example of what a user from the Forest Service would see.

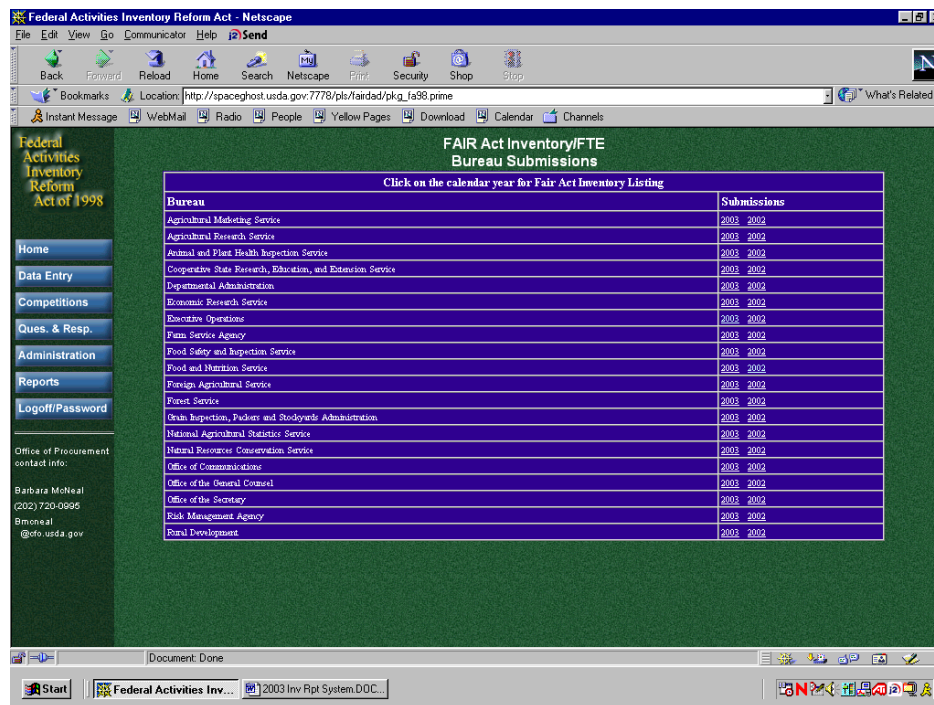


Figure 2 - Data Entry Inventory Selection Screen

When an inventory year is selected, a screen with the selected mission area/agency/staff office's inventory is displayed. The information on this main inventory selection screen is sorted so that all commercial activities will appear first followed by the 'Inherently Governmental' information. The information is sorted within these 2 categories by organization, sub-organization, activity function code, and city and reason code. No data may be changed on this screen. It is only used to display the specific mission area/agency/staff office information that the user is allowed to view. If the user is allowed to edit this information, an 'edit' button is displayed under the 'Action' column. If the user is not allowed to edit the current year information a 'lock' graphic is displayed instead. If the information is historical, the data may not be edited by anyone and the caption (hist) will appear under the 'Action' column. See figure 3 for an example of a screen that contains editable information. If the mouse cursor is placed over top of a column header, a short explanation of what the column contains will be displayed. Click the 'Edit' button to navigate to the data entry/edit screen.

Office of the Chief Financial Officer
FAIR Act Inventory User Manual

Federal Activities Inventory Reform Act - Netscape

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Fair Act Inventory/FTE Listing

Add Inventory

Commercial Listing

Bureau: 005 45: Department of Agriculture - Agricultural Marketing Service

Organization: AMS

Action	State	City	Country	Total FTEs (Fon Code)	Reason	1st Year on Inven	Year of Cost Comparison	CIVITE Savings	Est. Cost Comp Savings	Year of Review	Complete Y/N
Edit	WI	Abbotsford	US	1.00/A500	A						
Edit	TX	Alamo	US	1.00/A500	A						
Edit	NY	Albany	US	3.00/A500	A						
Edit	NM	Albuquerque	US	2.00/A500	A						
Edit	IA	Alden	US	1.00/A500	A						
Edit	MI	Allendale	US	1.00/A500	A						
Edit	WI	Allendale	US	1.00/A500	A						
Edit	TX	Amarillo	US	8.00/A500	A						
Edit	FL	Apopka	US	3.00/A500	A						
Edit	FL	Arcadia	US	3.00/A500	A						
Edit	TX	Arlington	US	1.00/A500	A						
Edit	WA	Arlington	US	1.00/A500	A						
Edit	IA	Arnolds Park	US	1.00/A500	A						
Edit	AL	Athens	US	1.00/A500	A						
Edit	GA	Atlanta	US	1.00/A500	A						
Edit	FL	Auburndale	US	13.00/A500	A						
Edit	CA	Avenal	US	1.00/A500	A						
Edit	FL	Avon Park	US	2.00/A500	A						
Edit	MD	Baltimore	US	1.00/A500	A						
Edit	WI	Baraboo	US	1.00/A500	A						
Edit	FL	Bartow	US	3.00/A500	A						
Edit	KY	Beaver Dam	US	1.00/A500	A						
Edit	WA	Bellevue	US	1.00/A500	A						
Edit	MD	Beltsville	US	5.00/A500	A						
Edit	AL	Boaz	US	7.00/A500	A						
Edit	ID	Boise	US	6.00/A500	A						

Document: Done

Start Federal Activities Inv... 2003 Inv Rpt System.DOC

Figure 3 - Display of editable data

If a new record is to be entered, click on the 'Add Inventory' button in the upper left corner of the screen. See figure 4 for an example of the Inventory Data Entry screen. Once all data entry is complete, the 'Update Record' button is clicked on and the information will be saved. Once the information is saved, the user will return to the main inventory screen to select any additional records to be edited. The record that was just modified or entered will be highlighted in light yellow to show the user which record was just edited.

Federal Activities Inventory Reform Act - Netscape

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Bookmarks Location: http://spaceghost.usda.gov:7778/pls/fairad/pkg_fa98.prim

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Fair Act Inventory Data Entry

Agency: 005: Department of Agriculture Bureau: 45: Agricultural Marketing Service

Organization Code: AMS LOV

Sub-Organization Code: LOV

City or Location: Abbotsford Year 1st appeared on inventory:

State: WI - Wisconsin Responsible Official Name:

Country: US Responsible Official Phone:

FTE: 1 Responsible Official Email:

Function Code: A500 LOV Reimbursable FTE: ☐

Reason Code: A LOV

Reason Code Justification:
(Justification required for all reason codes except 'D')

Update Record Delete Record Reset to Original Cancel/Return

JavaScript error: Type 'javascript:' into Location for details

Start Federal Activities Inv... 2003 Inv Rpt System.DOC

Figure 4 - Inventory Data Entry/Edit Screen

The 'Delete' button will remove the record from the mission area, agency, or staff office 's inventory. The 'Reset' button will cause the data to revert to its initial values as when the screen was first displayed. The 'Cancel' button will return the user to the main inventory listing.

Please refer to the OMB suggested guidelines to determine what values should be entered in the data entry fields.

Special Data Entry Conditions

Inherently Governmental

To designate an inventory record status as an Inherently Governmental vs. Commercial, a Reason Code of 'Z' must be selected. This reason code will only appear on the data entry screens and will not be visible on any reports or transmitted to the OMB.

Sensitive or Classified Location

In order enter inventory data where the actual location of the FTE is considered to be sensitive or classified, enter the words 'Not Disclosed' in the City/Location and leave the State and Country blank.

Competition Studies

To designate a record as being considered or under consideration for a competition study, click on the 'Compete Y/N' on the main inventory-listing screen. This will mark the record so that it will appear on the 'Compete Study' listing for further detailed editing.

Competition Study Screens

In order to edit the Competition Study information the user must use the mouse to click on the 'Compete Study' menu button. The user will then be presented with a listing of their mission area/agency/staff office 's current year studies and previous year studies for the entire department. The user must then click on either the current year to edit information or any mission

area/agency/staff office and past year to view historical information. The screen that shows the mission area/agency/staff offices and years is similar to the Data Entry selection screen shown in figure 2.

Once the year has been clicked on, all studies for that year will be displayed and the user must then select which record to edit. The display is a two-line display with the top row of column headers representing the 1st row and the bottom row of column headers representing the 2nd row. If the user has editing capabilities, an 'edit' button will appear under the 'Action' column. If it is a past year study, the word '(hist)' will be displayed and if the submission has been frozen by the mission area/agency/staff office supervisor, a 'lock' icon will appear. See figure 5 for an example of the Competition Status Listing.

Federal Activities Inventory Reform Act - Netscape

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Federal Activities Inventory Reform Act of 1998

Home
Data Entry
Competitions
Ques. & Resp.
Administration
Reports
Logout/Password

Office of Procurement
contact info.
Barbara McNeal
(202) 720-0995
BMcNeal
gboro.usda.gov

Fair Act Inventory/Competition Status Listing

Commercial Competition Listing

Bureau: 005.55: Department of Agriculture - Rural Development

Organization: RD

Sub Organization: RBS

Action	City	State	Country	Total FTEs/Fon Code	Reason	Reason Sub Code	Year of Cost Comparison	CIVITE Savings	Est. Cost Comp. Savings	Year of Release	Responsible Official
Status Code	Status Comment						Total Cost/Status Savings/Date	Estimated Completion Date		Actual Completion Date	
[Edit]	Washington	DC		2.00/YB15	IB						
[Edit]	Washington	DC		2.00/YB20	IB						

Sub Organization: RHS

Action	City	State	Country	Total FTEs/Fon Code	Reason	Reason Sub Code	Year of Cost Comparison	CIVITE Savings	Est. Cost Comp. Savings	Year of Release	Responsible Official
Status Code	Status Comment						Total Cost/Status Savings/Date	Estimated Completion Date		Actual Completion Date	
[Edit]	Washington	DC		1.00/D200	IB						
[Edit]	St. Louis	MO		90.00/D502	IB						
[Edit]	St. Louis	MO		50.00/D704	IB						
[Edit]	St. Louis	MO		250.00/S703	IB						
[Edit]	Washington	DC		1.00/S703	IB						
[Edit]	Washington	DC		1.00/T820	IB						

Document: Done

Start Federal Activities Inv... RT Dated 4.29.2003 2003

Figure 5 - Competition Study Inventory Listing

Clicking on the 'Edit' button will cause the study edit screen to be displayed with all data loaded into the editable fields. The top half of the screen contains all of the standard FTE Inventory information while the bottom half contains all of the Competition Study information. In order to complete a study, either fill in the actual completion date or set the status to 'Complete'. If the status is set to Complete and the Actual Completion Date is blank then the system date will be used as the Completion Date. If the Actual Completion Date is set and it is earlier than the system date then the status will automatically be set to 'Complete'. See figure 6 for an example of the Competition Study data entry screen.

Federal Activities Inventory Reform Act - Data Entry

Agency: 005: Department of Agriculture Bureau: 55: Rural Development
Org Code: RD
Sub-Org Code: RBS
City or Location: Washington Responsible Official Name:
State: DC Responsible Official Phone:
Country: Responsible Official Email:
FTE: 2.00
Function Code: Y815
Reason Code: B
Reason Code Justification:

Competition Study Fields

Year of Cost Comparison: Estimated Annual Cost Savings: Estimated Completion Date: Total Cost Savings: Actual Completion Date: FTE Savings: Post MEO Performance Review Date: Status Code: Awarded To: ☐ Private Industry ☐ Retained In-House
Comment:

Update Record Reset to Original Cancel/Return

Figure 6 - Competition Study Data Entry

Once all data entry is complete, the 'Update Record' button is clicked on and the information will be saved. Once the information is saved, the user will return to the main Competition Study screen to select any additional records to be edited. The record that was just modified will be highlighted in light yellow to show the user which record was just edited.

The 'Reset' button will cause the data to revert to its initial values. The 'Cancel' button will return the user to the main Competition Study Listing. Please refer to the Office of The Chief Financial Officer suggested guidelines to determine what values should be entered in the data entry fields.

Findings & Responses

If for any reason, the Office of The Chief Financial Officer finds an inconsistency or problem with a mission area/agency/staff office's FAIR Act data submission, they may enter this as a 'Finding' in the Inventory System. This finding will address a specific issue concerning the data submission and there will be a different finding for each issue. In order to justify or explain about this issue, the bureau will enter an appropriate 'Response' to each finding. The text may be entered directly in the data entry field or may be cut and pasted from another application such as a word processing document or a spreadsheet. If desired, the actual document or spreadsheet may be uploaded directly into the Inventory System. This system

functionality replaces the current method of communicating through multiple E-mail documents and stores this information for historical purposes.

Figure 7 represents a view that a mission area/agency/staff office administrator or user might see when a finding has been issued for their bureau.

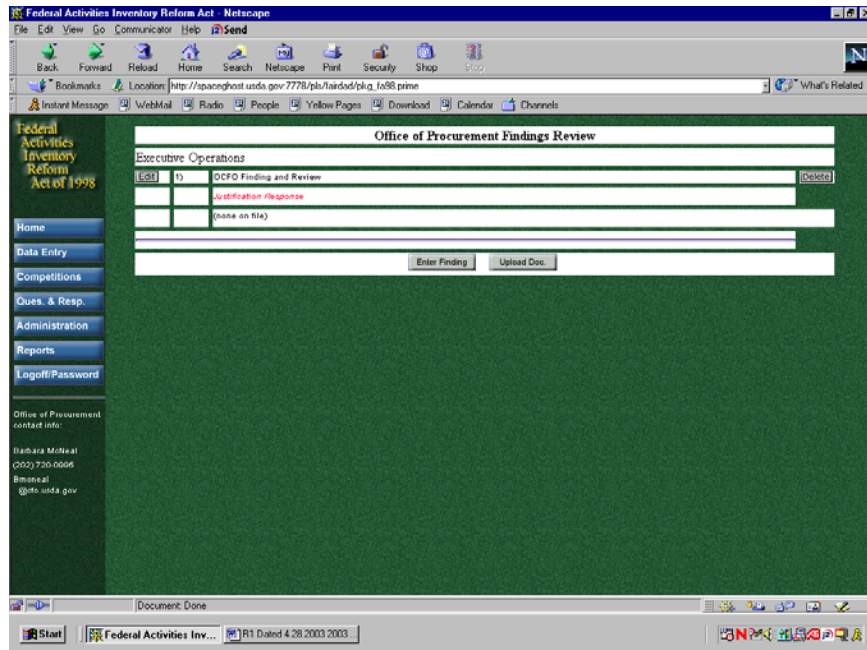


Figure 7 - Bureau View of Findings

Figure 8 is a sample of the screen that allows text to be entered in response to a finding. Again, the text may be typed or pasted in from another application.

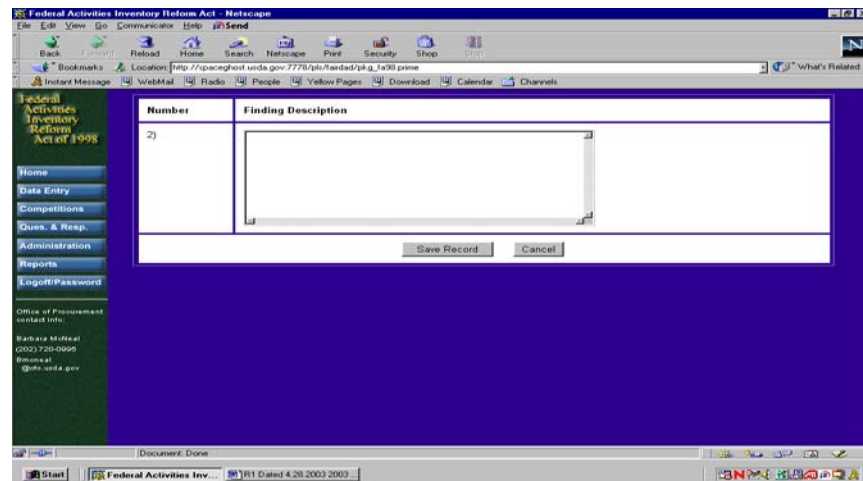


Figure 8 - Justification Response Text Entry

Figure 9 shows the 'Upload' screen where a user may choose to upload an entire word processing document or spreadsheet. By clicking on the 'Browse' button, a standard Windows® 'Choose File' window is opened and the user may navigate to any directory on their workstation or network drive.

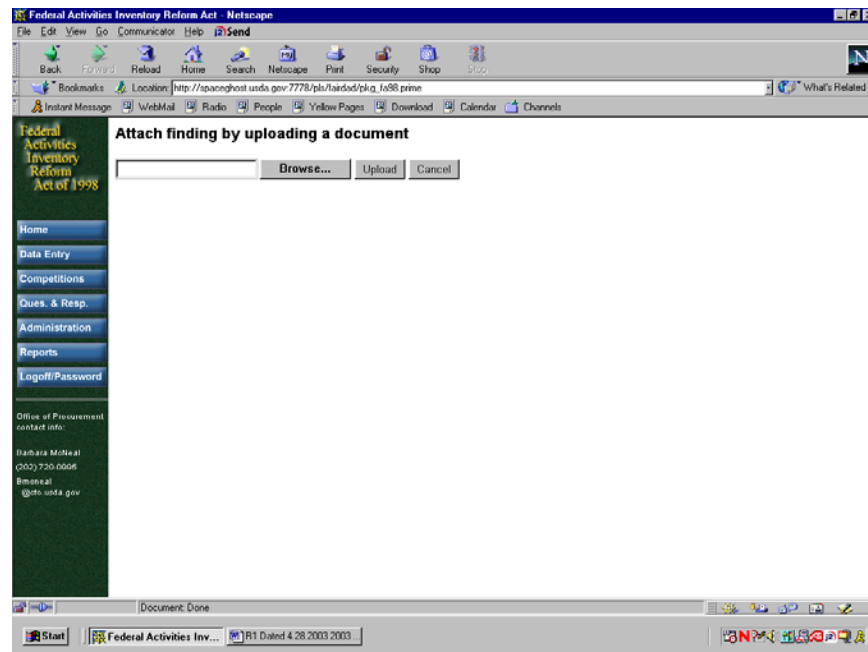


Figure 9 - Justification Response Upload Document

Standard text will appear on the screen while an uploaded document will be represented by a hyperlink. Clicking on this hyperlink will cause the document to be opened in a browser window for reading only. If any changes need to be made to the document, the original must be deleted from the Inventory System and the corrected version must then be uploaded.

Administration

The mission area/agency/staff office supervisor has certain administrative privileges that enable them to 'lock' the data so that no further updating may be done by 'promoting' the data to the 'mission area/agency/staff office data review' status. This enables the mission area/agency/staff office supervisor to run a procedure that validates the bureau's data and determine if it is viable to be submitted to the Office of The Chief Financial Officer.

The Mission Area/Agency/Staff Office Supervisor may also edit their mission area/agency/staff office's contact information. These are the Primary and Secondary contacts for the mission area/agency/staff office and they are responsible for fielding any questions or concerns about the Inventory data.

The menu option for 'Administration' will appear on the left-hand side of the screen when the Mission Area/Agency/Staff Office Supervisor logs in.

Validation

When an Agency Organizational or Sub-Organizational user logs in, their menu options are slightly different. These users have no administrative privileges so the 'Validation' button appears on their menu. This button, when clicked on, runs the same validation routine as the Mission Area/Agency Supervisor but for their level of data access only. This means that an organizational user will validate data for their organization only. If there are errors in the data, the user may click on the 'edit' button on the validation results report and be taken directly to the offending record.

Logging Out

For security purposes, it is suggested that the user log out of the Inventory System if they are going to be away from their desks for an extended period of time or they are not going to be using the application any longer. Closing the browser will cause the user to be logged out or the Log/Password button may be clicked followed by the Log Out button. This will de-authenticate the user and free up the database session. In order to use the Inventory System again, the user will have to log back in.

Changing Passwords

When the user is first assigned an Oracle account for the Inventory System, the default password is the same as the User ID. This most often is the users' last name followed by their first initial. Since this ID must be unique, it may be necessary to use additional letters of the user's name to create a unique ID. If the user already has an Oracle account because of access to other NITC software systems, then their password will not be set to their User ID but will remain as it currently is. Once access has been provided to the Inventory System and the User ID is a new Oracle user then upon logging in for the first time, the user must select a new password. This function is provided automatically upon logging in.

The capability of changing a personal password at any time is provided by clicking on the 'Log/Password' button followed by the 'Change Password' button.

A password must be at least 4 characters long. It is not case sensitive.

References

Activity Function Codes

This is the current list (year 2003) USDA approved Activity Function Codes

A - Recurring Testing and Inspection Services

A300 Safety
A400 Transportation
A500 Food and Drug
A600 Other Technical Testing or Inspection
A610 Management Headquarters—Test and Evaluation.
A620 Test and Evaluation Operations.
A630 Management and Support to Test and Evaluation.
A699 Other Test and Evaluation Activities.
A700 Systems Certification Services
A000 Administrative Support

B - Personnel Management

B100 Classification
B102 Classification Reviews
B200 Employee Development
B300 Staffing Reviews
B301 Processing
B302 Manpower Research and Analysis
B303 Manpower Development
B400 Employee Relations
B401 Benefits Reviews and Analysis
B500 Labor Relations and Support
B501 Agency Equal Employment Opportunity Reviews
B502 Negotiated Dispute Resolution
B600 Examining
B700 Personnel Management Specialist
B701 Personnel Operations Management
B702 Personnel IT Support
B710 Management Headquarters—Civilian Personnel.
B720 Civilian Personnel Operations.
B810 Management Headquarters—Military Personnel.
B910 Management Headquarters—Personnel Social Action Programs.
B920 Personnel Social Action Program Operations.
B999 Other Personnel Activities.
B000 Personnel Administrative Support

C - Finance and Accounting

C100 Voucher Examining
C110 Management Headquarters—Financial Management.
C200 Cash Receipt
C300 Accounting Technicians
C301 Accounts Payable
C302 Travel Processing
C303 Fixed Assets
C304 Accounts Receivable
C305 Collections
C306 Customer Billings
C307 General Accounting
C308 Financial Report Generation
C309 Cost Accounting
C310 Payroll Processing
C311 Claims Analysis
C312 Payments Issuance Support/Processing
C313 Financial Systems Support
C314 Financial Management and Program Planning
C315 Financial Management Operations
C316 Financial Systems Development and Planning
C317 Financial Systems Operations
C400 Budget Support
C401 Financial Analysis
C402 Cash and Debt Management
C403 Financial Program Management
C404 Business Performance Reporting
C405 Business Performance Analysis
C406 Cost Analysis
C407 Mortgage Analysis
C408 Asset Management and Disposal
C409 Property Oversight
C500 External Auditing
C501 Internal Auditing
C700 Finance/Accounting Services.
C999 Other Financial Management Activities.
C000 Administrative Support

D - Regulatory and Program Management Support Services

D100 Regulatory Activities Support
D101 Regulatory Economists/Statisticians
D102 Regulatory Audits

D103 Salary/wages Reviews
D106 Loan Guaranty Benefits and Entitlements Analysis
D107 Vocational Entitlements Analysis
D200 Data Collection and Analysis
D201 Customer Surveys and Evaluations
D300 Statistical Analysis
D350 Economic Policy
D351 Economic Analysis
D400 Compliance Surveys and Inspections
D410 Compliance Operations
D411 Compliance Assessments
D500 Benefits and Entitlements Services
D501 Customer Services
D502 Administrative Reviews
D503 Compensation Claims Reviews
D504 Insurance Analysis
D604 Customer Service Contacts
D606 Asset Appraisal and Valuation
D700 Systems Design, Testing and Certification
D701 Program Marketing and Outreach
D702 Program Planning and Support
D703 Application Receipt and Processing
D704 Program Monitoring and Evaluation
D705 Program Marketing and Outreach
D706 Program Monitoring
D707 Program Evaluation
D708 Application Receipt/Processing
D709 Mortgage Underwriting
D710 Field Inspection Services
D711 External Equal Employment Opportunity Reviews
D712 Safety and Occupational Health Management
D713 Safety and Occupational Health Inspections
D720 Independent Appeals Reviews
D801 Air Traffic Systems Inspections
D000 Administrative Support

E - Environment

E100 Hazardous Waste Management
E101 Environmental Restoration Analysis
E102 FIFRA/FDCA Risk Analysis
E110 Management Headquarters—Environmental Security.
E120 Environmental and Natural Resource Services.
E200 Solid Waste Data Collection/Analysis

E220 Safety.
E225 Occupational Health Services.
E300 Pollution Prevention
E400 Air Pollution Data Collection/Analysis
E401 Clean Air Act Pollution Prevention
E500 Water Data Collection/Analysis
E501 Clean Water Act Compliance/Pollution Prevention
E502 Safe Drinking Water Act Compliance/Pollution Prevention
E503 Occupational Safety, Health and Environmental Compliance
E600 Environmental Planning/NEPA
E601 Environmental Impact Statements
E602 Environmental Impact Statement Reviews
E700 Resource Conservation and Recovery Act Compliance/Pollution Prevention
E999 Other Environmental Security Activities.
E000 Administrative Support

F - Procurement

F100 Quality Assurance
F110 Management Headquarters—Systems Acquisition.
F120 Systems Acquisition—Program Management.
F140 Technology Transfer and International Cooperative Program Management.
F150 Systems Acquisition—Research and Development Support.
F160 Systems Acquisition—Other Program Support.
F199 Other Systems Acquisition Activities.
F200 Contracting (Operational)
F300 Contracting (Analysis)
F310 Management Headquarters—Procurement and Contracting.
F320 Contract Administration and Operations.
F399 Other Procurement and Contracting Activities.
F400 Recurring Purchasing
F520 All Other Engineering Support.
F000 Administrative Support

G - Social Services

G011 Morale, Welfare, and Recreation Services
G012 Community Services
G055 Morale, Welfare, and Recreation (MWR) Services.
G080 Homeowners' Assistance Program.
G090 Employee Relocation Assistance Program.
G100 Disaster Relief Applications Services

G101 Disaster Relief Services
G102 Librarian Services
G103 Library Operations and Management
G104 Technical/Professional/Legal Library Information Services
G901 Housing Administrative Services
G904 Family Services
G905 Community Relations
G910 Temporary Lodging Services.
G999 Other Social Services
G000 Administrative Support

H - Health Services

H116 Veterinary Services
H117 Medical Records
H118 Nursing Services
H119 Preventive Medicine
H120 Occupational Health
H127 Alcohol and Drug Rehabilitation.
H202 Psychiatric and Psychology Services
H206 Social Work
H221 Recreation Services
H401 Medical Officers
H999 Other Health Services
H000 Administrative Support

I - Investigations

I100 Inspector General Services
I105 IG Legal Services
I110 Management Headquarters—Audit.
I115 IG Program Management
I120 Audit Operations.
I200 Safety
I412 Investigative Data Analysis
I414 Field Technical Services
I415 Non-field Technical Support to Criminal Investigations
I416 Non-Field Administrative Support Criminal Investigations
I420 Financial Audits
I430 Performance Audits
I440 Management Evaluations/Audits
I441 Logistics Audits
I501 IG Data Collection and Analysis
I502 Case Assessment/Management/Disposition

I510 Personnel Security Clearances and Background Investigations.
I520 Criminal, Counter Intelligence, and Administrative Investigative Services.
I530 Industrial Security Assessments.
I999 Other Audit and Investigative Activities.
I000 Administrative Support

J - Intermediate, Direct or General Repair and Maintenance of Equipment

J410 Organizational and Intermediate Repair and Maintenance Management.
J501 Aircraft
J506 Non-Combat Vehicles and Equipment
J507 Electronic and Communication Equipment
J511 Special Equipment
J520 Test, Measurement and Diagnostic Equipment (TMDE)
J521 Other Test, Measurement and Diagnostic Equipment
J999 Organizational and Intermediate Maintenance and Repair of Other Equipment.
J000 Administrative Support

K - Depot Repair, Maintenance, Modification, Conversion or Overhaul of Equipment

K537 Electronic and Communication Equipment
K546 Test, Measurement and Diagnostic Equipment (TMDE)
K000 Administrative Support

L - Grants Management

L100 Application Services
L101 Application Reviews and Evaluations
L102 Independent Grant Review Appeals
L200 Grants Monitoring and Evaluation
L000 Administrative Support

M - Forces And Direct Support

M316 Geospatial Information Production.
M318 Geospatial Information Acquisition and Processing.
M610 Homeland Defense Operations.

P - Base Maintenance/Multifunction Contracts

P100 Installation Operation Contracts (Multi-function)
P110 Management Headquarters—Logistics.
P120 Management Headquarters—Maintenance.
P000 Administrative Support

Q - Civil Works

Q120 Management Headquarters—Civil Works.
Q220 Water Regulatory Oversight and Management.
Q240 Natural Resources Oversight and Management.
Q260 Civil Works Planning Production and Management.
Q420 Bank Stabilization.
Q460 Maintenance of Jetties and Breakwaters.
Q520 Operation and Maintenance of Locks and Bridges.
Q540 Operation and Maintenance of Dams.
Q560 Operation and Maintenance of Hydropower Facilities.
Q620 Operation and Maintenance of Recreation Areas.
Q999 Other Civil Works Activities.

R - Research, Development, Test, and Evaluation (RDT&E)

R100 Theoretical Research
R104 Animal Research
R110 Management Headquarters—Research and Development.
R120 Science and Technology.
R140 Management and Support to R&D.
R200 Basic R&D
R300 Developmental
R400 Testing
R500 Acceptance
R600 Applied Research
R660 RDT&E
R900 Operation and Maintenance of Physical Plant
R901 Building & Grounds Maintenance
R999 Other S&T and R&D Management and Support Activities.
R000 Administrative Support

S - Installation Services

S100 Management Headquarters—Installations.
S200 Installation, Base, or Facility Management.
S210 Building Management.
S310 Housing Management.
S410 Custodial Services.

S440 Fire Prevention and Protection.
S499 Other Building and Housing Management Services.
S500 Management of Law Enforcement, Physical Security and Security Guard Operations.
S510 Law Enforcement, Physical Security, and Security Guard Operations.
S520 Support Services to Law Enforcement, Physical Security, and Security Guard Operations.
S540 Security of Classified Material.
S560 Special Guard Duties.
S700 Natural Resource Services
S701 Public Affairs/Relations
S702 Financial and Payroll Services
S703 Debt Collection
S713 Food Services
S715 Office Equipment Maintenance and Repair
S716 Motor Vehicle Operation
S717 Motor Vehicle Maintenance
S724 Other Law Enforcement, Physical Security and Security Guard Operations.
S725 Electrical Plant and Distribution Systems Operation and Maintenance.
S726 Heating Plant and Distribution Systems Operation and Maintenance.
S727 Water Plant and Distribution Systems Operation and Maintenance.
S728 Sewage and Waste Plant and Distribution Systems Operation and Maintenance.
S729 Air-Conditioning and Cold Storage Plant and Distribution Systems Operation and Maintenance.
S730 Incinerator Plant and Sanitary Fill Operations.
S731 Supply Operations
S732 Warehousing and Distribution
S733 Building Services
S734 Leasing Services
S735 Engineering Services
S736 Plumbing Craft Support Services
S737 Electrical Craft Support Services
S739 Locksmithing
S740 Transportation Management Services
S741 Supply, Warehousing and Distribution Services Management
S742 Inventory Analysis and Management
S743 Vehicle Acquisition Support Services
S744 Fleet Management Services
S745 Security and Protection Services

S750 Museum Operations
S751 Curator Services
S752 Exhibits Management and Planning
S753 Facility Security Management
S799 Other Utility Plant and Distribution Systems Operation and Maintenance.
S999 Other Installation Services
S000 Administrative Support

T - Other Non-Manufacturing Operations

T101 Management Headquarters—Supply.
T110 Retail Supply Operations.
T120 Wholesale/Depot Supply Operations.
T130 Storage and Warehousing.
T140 Supply Cataloging.
T150 Warehousing and Distribution of Publications.
T160 Bulk Liquid Storage.
T167 Distribution of Liquid, Gaseous and Chemical Products.
T175 Troop Subsistence.
T177 Food Supply.
T190 Preparation, Demilitarization and Disposal of Excess and Surplus Inventory.
T199 Other Supply Activities.
T600 Real Property Management
T601 Real Property Disposal
T602 Property Development
T603 Real Property Acquisition Support Services
T700 Miscellaneous Program Management
T701 Management Headquarters—Transportation.
T710 Traffic/Transportation Management Services.
T801 Storage and Warehousing
T803 Acceptance Testing
T804 Architect-Engineering
T805 Operation of Bulk Liquid Storage
T806 Printing and Reproduction
T807 Visual Information
T810 Air Transportation Services
T811 Water Transportation Services
T812 Rail Transportation Services
T813 Engineering and Technical Services
T815 Scrap Metal Operation
T817 Other Communications and Electronics Systems
T818 Systems Engineering and Installation of Communications Systems

T819 Preparation and Disposal of Excess and Surplus Property
T820 Administrative Support Services
T821 Special Studies and Analysis
T822 Operations Research
T823 Actuarial Services
T824 Motor Vehicle Transportation Services.
T830 Interior/Facility Design
T831 Drafting Services
T832 Construction Management
T833 Civil Engineering & Analysis Services
T834 General Engineering & Analysis Services
T835 Chemical Engineering & Analysis Services
T836 Electrical Engineering & Analysis Services
T837 Fire Protection Engineering & Inspection
T839 Mining Engineering & Analysis Services
T840 Geodetic Engineering and Analysis Services
T841 Geological Analysis
T850 Forestry Management Support
T851 Forestry Operations
T852 Soil Conservation Evaluation & Analysis
T853 Soil Conservation Operations
T855 Industrial Engineering
T899 Other Transportation Services.
T900 Training Aids, Devices, and Simulator Support
T999 Other Non-Manufacturing Operations
T000 Administrative Support

U - Education and Training

U100 Recruit Training
U300 Specialized Skill Training
U301 Training Management
U302 Training Administration
U303 Training Technical Support
U304 Vocational Training
U500 Professional Development Training
U501 Management Training
U503 Engineering & Architectural Training
U504 Legal Training
U505 Business/Financial/Budget Training
U506 Inspection (IG) Training
U520 Graduate Education, Fully Funded, Full-time
U530 Other Full-time Education Programs
U600 Civilian Education and Training

U605 Management Headquarters—Civilian Education and Training.
U610 Law Enforcement Training
U620 Management of Civilian Institutional Training, Education, and Development.
U630 Acquisition Training, Education, and Development.
U640 Civil Works Training, Education, and Development.
U699 Other Civilian Training, Education and Development.
U800 Training Development and Support
U999 Other Training Functions
U000 Administrative Support

W - Communications, Computing, and Other Information Services

W100 Management Headquarters—Communications, Computing and Information.
W210 Telephone Systems.
W220 Telecommunication Centers.
W299 Other Communications Systems.
W310 Computing Services and Data Base Management.
W399 Other Computing Services.
W410 Information Operations and Information Assurance/Security.
W430 Mapping and Charting.
W440 Meteorological and Geophysical Services.
W499 Other Information Operation Services.
W500 Data Maintenance
W501 Report Processing/Production
W600 Data Center Operations
W601 Information Technology Management
W824 Data Processing Services
W825 Maintenance of ADP Equipment
W826 Systems Design, Development and Programming Services
W827 Software Services
W828 Seat Management Services
W829 Client Services
W999 Other ADP Functions
W000 Administrative Support

X - Products Manufactured and Fabricated In-House

X942 Sheet Metal Products
X999 Other Products Manufactured and Fabricated
X000 Administrative Support

Y - Force Management And General Support

Y130 Intelligence
Y150 Classified Activities
Y160 Corporate Planning
Y199 Other Force Management and General Support Activities.
Y210 Management Headquarters—Operation Planning and Control..
Y215 Operation Planning and Control.
Y220 National Mobilization and Emergency Preparedness Management.
Y240 Management Headquarters—Manpower Management.
Y245 Manpower Management Operations.
Y400 Legal Services
Y401 General Attorney's Services
Y403 Paralegal
Y405 Management Headquarters—Legal Services.
Y410 Criminal Investigation
Y415 Legal Services and Support..
Y440 Federal Licensing and Permitting
Y501 Management Headquarters—Public Affairs.
Y510 Budget and Financial Program Management
Y511 Budget Execution Support Services
Y515 Public Affairs Program Activities and Operations.
Y520 Public Works and Real Property Maintenance Program Management
Y525 Protocol Operations.
Y527 Other Protocol Activities.
Y530 Personnel, Community Activities and Manpower Program Management
Y540 Maintenance and Logistics Program Management
Y550 Information and Telecommunications Program Management
Y560 Management Headquarters—Visual Information.
Y570 Visual Information Program Activities and Operations.
Y610 Management Headquarters—Legislative Affairs.
Y620 Legislative Affairs.
Y651 Identifying and Developing Consumer/Customer Information Services
Y710 Management Headquarters—Historical Affairs
Y720 Historical or Heraldry Services.
Y730 Museum Operations.
Y810 Management Headquarters—Administrative Support.
Y815 Administrative Support Program Management.
Y820 Administrative Management and Correspondence Services.
Y830 Documentation Services.
Y840 Directives and Records Management Services.
Y850 Microfilming and Library Services.
Y860 Printing and Reproduction Services.
Y880 Document Automation and Production Services.

Y899 Other Administrative Support Activities.
Y999 Other Functions
Y000 Administrative Support

Z - Maintenance, Repair, Alteration, and Minor Construction of Real Property

Z101 Corps of Engineers Program and Project Management.
Z110 Management of Major Construction of Real Property.
Z120 Real Estate/Real Property Acquisition.
Z135 Title, Outgranting, and Disposal of Real Estate/Real Property-National Projects.
Z138 Title, Outgranting and Disposal of Real Estate/Real Property-Local Projects.
Z145 Architect-Engineering-National Projects.
Z148 Architect-Engineering-Local Projects.
Z199 Other Real Property Program and Project Management Activities.
Z991 Minor Construction, Maintenance and Repair of Family Housing and Structures.
Z992 Minor Construction, Maintenance and Repair of Buildings and Structures Other than Family Housing.
Z993 Maintenance and Repair of Grounds and Surfaced Areas
Z999 Maintenance, Repair and Minor Construction of Other Real Property.
Z000 Administrative Support

Reason Codes

Current list (year 2002) of OMB approved Reason Codes

- A** Indicates that the function is performed by Federal employees and is specifically exempt by the agency from the cost comparison requirements of the Circular and this Supplement.
- B** Indicates that the activity is performed by Federal employees and is subject to the cost comparison or direct conversion requirements of the Circular and this Supplement.
- C** Indicates that the activity is performed by Federal employees, but is has been specifically made exempt from the provisions of the Circular and this Supplement by Congress, Executive Order or OMB. Whenever reason code "C" is selected to describe a commercial activity, a sub-reason code must also be selected.
- D** Indicates that the function is currently performed by in-house Federal employees and is in the process of being cost compared or converted directly to contract or inter-service support agreement performance.
- E** Indicates that the function is retained in-house as a result of a cost comparison.
- F** Indicates the function is currently being performed by Federal employees, but a review is pending force restructuring decisions (i.e., base closure, realignment, consolidation, etc.).
- G** Indicates that the function is prohibited from conversion to contract because of legislation.
- H** Waiver issued.
- I** Indicates the function is being performed in-house as a result of a cost comparison resulting from a decision to convert from contract to in-house performance.

Reason Sub Codes

Current list (year 2002) of OMB approved Reason Sub Codes. These are to be used if the Reason Code 'C' is selected.

Core	Core Capability.
Defense	National Defense/Security Determination. The written determination should be provided as a part of the Management Plan.
ExecOrder	Executive Order. The Executive Order should be provided as a part of the accompanying Management Plan.
IPSAM	Industry Performance Standards Are Met. The written determination should be provided as a part of the Management Plan.
LE10FTE	Ten or Fewer FTE
NSCSA	No satisfactory Commercial Source Available. The written determination should be provided as a part of the Management Plan.
Patient	Direct Patient Care. The written determination should be provided as a part of the Management Plan.
R&D	Research and Development

Access Request Form

(To be included upon completion)